

W/S 70-0540

11 MAR 1970

Executive Registry  
70-1260

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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Augmentation of the Agency Records  
Storage Capacity

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 8.
2. This memorandum is addressed to the problem of providing additional records storage space to meet our need to relocate Supplemental Distribution documents temporarily stored at the Washington National Records Center (WNRC) in Suitland by December 1970 and to provide future capacity for records growth. The volume of Supplemental Distribution material stored at WNRC has ranged from 16,000 to 20,000 cubic feet these past twelve months. If the present volume of Supplemental Distribution documents were returned [redacted] December 1970 it would put us over our operating capacity by 3,000 cubic feet. Our records growth for the past ten years has averaged 6,500 cubic feet per annum. Therefore, to meet our immediate need to relocate Supplemental Distribution material temporarily stored at WNRC and to provide required growth capacity for the succeeding five years (1971 through 1975), we must take action NOW to obtain an additional 38,000 cubic feet of storage capacity. 25X1A
3. Increased records storage facilities are but one aspect of our attempts to resolve the overall records management problem, but efforts on other elements of the program have led to an inescapable conclusion that we have an immediate need for additional storage capacity. We hope to provide long-range solutions to our records storage problem by reducing the flow of records to our storage facility through improved management of records creation, as well as reducing the volume by use of new microform systems now being developed. However, significant reduction of records storage requirements through these programs will require time, funds for microform equipment, a reversal of management's past deferential approach to records problems, and most important of all a willingness to commit more manpower to the records problems in each Agency component in spite of the current and continuing overall reduction in Agency personnel. Our proposals to meet our immediate need of a 38,000 cubic-foot increase in storage capacity have been narrowed to the alternatives discussed below, in order of preference.

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